

Office of the District Judge, Jhargram.

:Tender Notice:

Dated, Jhargram, the 24th day of December, 2020.

The Staff Recruitment Committee, Jhargram Judgeship (hereinafter the Committee) invites applications from bonafide agencies based in India with sufficient experience to conduct the recruitment process (end-to-end) in the District Judgeship of Jhargram.

The intending bidders shall submit proper registration certificates, completion certificates along with other credentials and documents to the Office of the District Judge, Jhargram within the 8th day of January, 2021, through speed post or by dropping in the drop box kept at the office of the Chief Judicial Magistrate, Jhargram during office hours. The intending bidders shall quote the specific rates per candidate basis covering the entire scope of work. The rate must be all inclusive.

The successful bidder will be required to file performance guarantee of Rs. 20,000/- (Rupees twenty thousand) in the form of bank guarantee to the satisfaction of the Staff Recruitment Committee, Jhargram Judgeship, Jhargram or to deposit a bank draft of equal amount in the name of Staff Recruitment Committee, Jhargram Judgeship, Jhargram.

The Committee reserves the exclusive right to select the suitable bidder according to its discretion and to modify or cancel the issued work order on seven (07) days notice.

List of scope of work (not exhaustive) is enclosed herewith.

Sonia Majumdar
District Judge –cum- Chairperson,
Staff Recruitment Committee, Jhargram Judgeship.
District Judge
Jhargram

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SCOPE OF WORK

LIST OF SCHEDULED TASKS TO BE PERFORMED

- Preparation of a customized website along with a secured database for receiving ONLINE applications and assessment thereof.
- Preparation of list of eligible candidates (post wise).
- Preparation of list of ineligible candidates (post wise) along with reason(s) of ineligibility.
- Preparation of admit card for eligible candidates and intimating candidates through system generated SMS to download their admit card.
- Preparation and printing of photo-attendance sheet (containing image and scanned signature of the applicants).
- Preparation and printing of venue wise seating.
- Preparation, printing and supply of bench stickers containing roll number information of the applicants (venue wise, room wise).
- Preparation, printing and supply of instructions for Invigilators and center-Superintendents.
- Preparation and printing of OMR Sheet (A4 Size).
- Supply of above OMR sheet venue wise to the Committee before the written exam and supply of subjective answer sheet.
- Preparation, printing and supply of question papers both MCQ and descriptive type as per syllabus selected by the Committee.
- Scanning of used OMR sheet and evaluation of descriptive answer sheets and generation of post wise category-wise merit list of the written exam.
- Preparation of call letters for interview/subsequent stage of examination for shortlisted candidates which can be downloaded by the above candidates from the website and also intimating candidates through system generated SMS to download their call letter.
- Preparation and publication of final merit list.

Note: The above list is not exhaustive. The selected bidder shall have to undertake all other work falling under the end-to-end recruitment process for which no additional costs can be charged post issuance of work order.